

FOREMAN

General Statement of Duties: Supervises the activities of personnel within the Streets & Alleys and Sewer Divisions of the Public Works department. Does related work as required.

Distinguishing Features of the Class: This is a responsible supervisory position. This employee is responsible for assigning and directing crews who perform the various tasks necessary to carry out a comprehensive maintenance and repair program for City streets, alleys and sewers. Work is performed under general supervision and requires considerable judgement and initiative.

Areas of Accountability:

1. Directs assigned activities of the Streets, Alleys and Sewer Division.
 - Assigns and supervises equipment operators and laborers in specific repair and maintenance tasks;
 - Ensures that maintenance practices, policies and procedures of the division are followed.
2. Directs and coordinates activities of subordinates under his/her supervision.
 - Directs employees under his/her control in accordance with Personnel, Equal Employment -Opportunity, and Affirmative Action policies, and union contracts;
 - Reviews and evaluates the employees under his/her supervision;
 - Reprimands employees for minor infractions of work rules and department procedures; recommends other disciplinary actions to the superintendent;
 - Maintains open communications with employees and supervisors.
3. Assures appropriate use and care of equipment utilized by employees under his/her direction.
4. Trains employees under his/her supervision.
 - Orientates new employees with regard to work rules, safety procedures, and care and use of equipment and tools;
 - Provides regular on-the-job instruction concerning maintenance procedures and use of equipment.
5. Supervises the activities of the division.
 - Provides recommendations (written reports when appropriate) in his/her area of authority and expertise;

- Serves as an active member of City-wide and departmental management staff teams created to deal with specific problem issues;
- Coordinates activities under his/her control with other division activities.

6. Maintains appropriate records.

7. Investigates citizens' complaints.

8. Makes budget recommendations to superintendent.

9. Performs additional duties as may be required.

Required Knowledge, Skills and Abilities: Considerable knowledge of methods, materials, and techniques used in roadway and/or sewer maintenance. Demonstrated ability to plan, schedule, assign, and supervise the work of others; to communicate effectively; and to maintain effective working relations with supervisors, subordinates, and the general public.

Acceptable Experience and Training: Any combination of education and experience which provides the required knowledge, skills and abilities may be accepted. A valid Iowa chauffeur's license is required.